

# AFTER SCHOOL DIRECTOR

**GRADE: 5**

**FLSA: NON-EXEMPT**

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **DESCRIPTION OF DUTIES:**

Responsible for the coordination and implementation of the overall activities offered in the afterschool program. Duties include but are not restricted to meeting regularly with staff, assigning program responsibilities to other staff, liaison between the school, parents and city; and administrative duties and scheduling. May transport and accompany children on field trips. Meet with supervisor upon request.

## **QUALIFICATIONS/SKILLS:**

Intermediate level supervision by the Recreation Programs Supervisor. Possess good communication skills and ability to supervise others. Possess skills in recreation programming.

## **EXPERIENCE:**

Knowledge and practical experience in the area of recreation programs; minimum 2 years of experience working with children grades K-5 in a school and/or recreation setting. CPR/First Aid Certificate may be required.

## **EDUCATION:**

Minimum 2 years of college with course emphasis in early childhood, recreation or a related field.

**DIVISIONS:**

Community Recreation

3/93, Rev. 2/02